

MADERA COUNTY
COUNTY LIBRARIAN

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the functions, operations, and programs of the Madera County Library System; to perform professional library work; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff and community volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the functions, operations, and programs of the Madera County Library System; selects, directs, supervises, trains, and evaluates assigned staff; establishes work schedules and library operating hours; makes final selection of books and media for the entire County collection; makes regular visits to branch libraries for the discussion of problems and services; performs professional reference services; coordinates activities between various libraries; assumes responsibility for the collection of information and preparation of statistical reports; maintains effective communication with community organizations and groups; responds to media requests for information; makes final decisions regarding patron concerns and complaints; develops and administers assigned budgets, prepares budget requests, and controls expenditures; orders equipment, supplies, and other items; ensures proper maintenance and upkeep of library equipment and facilities; oversees and participates in the development and implementation of Library programs, policies, and activities; works with organizations responsible for developing multi-county library services and cooperation; coordinates the automation of library information and reference services; accepts and rejects donations for the library collection; prepares and administers grant proposals; plans and organizes fundraising and public relations activities; develops long range plans for the provision of County library services; participates in professional workshops, conferences, and events to maintain an awareness of current trends and techniques of library management; coordinates assigned services and activities with those of other divisions and outside agencies and organizations; represents the County on a variety of boards and councils.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of a county library program.
Principles and techniques of management and program development.
Principles and practices of professional library work.
Reference techniques and resources.
Library organization, materials, and equipment.
Principles and procedures used for categorizing, classifying, and processing library materials, media, and collections.
Purchasing methods and procedures.
Principles and practices of budget development, preparation, and expenditure control.
Principles and practices of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the County Library System.
Supervise, train, and evaluate the work of assigned staff.
Develop library services which meet the needs of the local community.
Prepare and present accurate and comprehensive reports and recommendations.
Write grant applications and conduct fundraising campaigns.
Develop and prepare an assigned budget and control expenditures.
Make public speaking engagements and conduct interviews.
Effectively represent the County library system to the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible professional library experience including three years of management and supervisory experience.

Training:

Possession of a Master's degree in Library Science.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995